



POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment Explanation (Show any positions replaced) NAF PD 203		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> New <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code			
14. Agency Use											
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management		b. Department, Agency or Establishment Regional Child Development Home Dir				NF		1701		04	
c. Second Level Review											
d. First Level Review											
e. Recommended by Supervisor or Initiating Office		Regional Child Development Home Dir				NF		1701		04	
16. Organizational Title of Position (if different from official title) Regional Child Development Home Director						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY						c. Third Subdivision					
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) G. YOUNG CNIC CYP					
Signature _____ Date _____						Signature  Date 10/9/08					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature  Date 10/9/08											
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20A TO VERIFY ACCURACY WHEN PD IS USED											
25. Description of Major Duties and Responsibilities (See Attached)											

Regional Child Development Home Director **GS-1701-11 or NF-1701-04**

Introduction

The purpose of the Regional Child Development Home (CDH) Director is to facilitate the provision of safe, healthy, secure and developmentally appropriate child and youth services. The primary functions of this position are to monitor Navy-wide policies for CDHs, provide technical direction and guidance for the functional operation of this program, and assess the Department of the Navy's (DoN) compliance with the Military Child Care Act (MCCA) of 1989.

A variety of services are provided by CDH providers in accordance with demand and availability of funding, including full-time child development programs for infants, pretoddlers, toddlers, preschool and school-age children as well as emergency, respite, hourly, infant and toddler, special needs, extended hours, and overnight care. Services provided by the CDH program include developmental assessments, CDH provider training, CDH inspections and home visits, and parent education programs.

Major Duties and Responsibilities

The Regional CDH Director is responsible for the administration, operation and technical direction of the CDH program. Major duties include those related to program operations/management, budgeting and financial management, personnel management, program operations, communication, and compliance, among other tasks. These tasks are summarized below.

Program Operations/Management

- Ensures the overall successful administration and operation of the CDH for the region.
- Responsible for technical assistance and program oversight to ensure quality of CDH programs and services within the region.
- Takes action to encourage providers to obtain and retain National Family Child Care Association (NAFCC) accreditation through the provision of guidance and support for implementation of the developmentally appropriate practices endorsed by NAFCC.
- Ensures implementation of developmentally appropriate programs and curriculum based on NAFCC.
- Ensures the development and implementation of a comprehensive training program for CDH providers to ensure the operation of developmentally appropriate programs and to provide opportunities for professional growth.
- Ensures the implementation of a comprehensive child abuse and neglect recognition and prevention program.
- Establishes and implements policies pertaining to the admittance of children with special needs to CDH, including handicapped children and children with chronic illness. Makes recommendations for placement of children in alternate programs when appropriate.
- Ensures the development, implementation, and analysis of surveys and needs assessments of providers and patrons to ensure appropriate programming and hours of operation.
- Continually oversees and evaluates the CDH system. Develops, adapts, and expands CDH program activities to meet changes in program requirements and/or specific situations.

- Collects and maintains up-to-date statistical data for planning and reporting purposes in accordance with higher headquarters and statutory requirements and for the purpose of maximizing spaces and ensuring that resources accommodate the needs of command personnel.
- Maintains liaison with local institutions and community organizations to stay abreast of trends and changes in the community.
- Interacts professionally with employees, providers, parents, volunteers and local installation command personnel.
- Maintains liaison and communications with installation personnel, regional headquarters, Commander Navy Installations Command (CNIC) and echelons of higher authority through informal correspondence and personal contact as an advisor on issues related to child and youth programming.
- Establishes and participates on the Quality Review Board (QRB). Ensure that providers are approved.
- As necessary, ensures that the proper procedures are followed for warnings or de-certification of providers.

Budgeting and Financial Management

- Implements region-wide policies and procedures regarding fees, CDH subsidies, CDH incentives, and contracts with parents.
- Responsible for gathering market rate data across the region annually in order to establish subsidy caps appropriate for the area. Reviews, researches and suggests subsidy rates to the Commanding Officer for approval.
- Ensures CDH subsidies are processed accurately.
- Ensures that CDH incentives are implemented and utilized to recruit and retain providers.
- Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds.
- Adheres to authorized methods of acquisition.

Personnel Management

- Exercises direct supervision over CDH Monitors across the region.
- Ensures proper and timely initiation and implementation of all CDH personnel actions region-wide, and assures quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees.
- Evaluates personnel performance, recommends appropriate personnel actions, and initiates disciplinary action as necessary.
- Supports and carries out all established EEO objectives and policies in matters of personnel management and supervision and communicates support of these policies to subordinates.
- Coordinates suspected child abuse reports in accordance with established policies and continues with follow up on all reports until closed by investigating agency.
- Works collaboratively with the Training Specialist to identify training needs of employees and providers, provide or make provisions for training to accomplish those needs, and assess application of training.
- Ensures training is competency-based and tied to career progression. Encourages and facilitates the employee and provider's pursuit of continuing higher education, including the

Child Development Associate (CDA) credential or college-level classes. Encourages and facilitates provider's pursuits to become accredited.

Program Operations

- Formulates and monitors the consistent application of policies concerning the administration and management of the Regional CDH.
- Coordinates the development of Region-wide CDH standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Ensures implementation of these SOPs.
- Coordinates the development of Region-wide CYP employee, provider and parent handbooks.
- Supports the development and involvement of CDH parents and representatives in the combined Parent Involvement Board (PIB) across the region.
- Initiates, coordinates, and administers all changes and revisions to the Regional CDH instructions and policy directives and provides interpretation of existing policies and provisions of directives.
- Continuously evaluates management procedures and programs by analysis of financial plans and projections of the various services and activities, analysis of inspection reports, auditing and accounting inspections/visits and by personal visits to activities under the cognizance of CNIC or other Department of Defense (DoD) components.
- Performs public relations duties to promote and support the CDH program and implements an aggressive marketing plan to address installation child care demand.
- Works with CDH Monitors across the region as well as the Regional Resource and Referral Director to ensure that available program spaces are fully utilized and vacancies are filled quickly.

Compliance

- Provides program oversight and accountability for the performance of employees and CDH providers, and the safety of children in accordance with DoD, DoN, and local policies and standards.
- Ensures compliance with, and is assessed by adherence to the standards and criteria developed by the DoN, DoD, and the MCCA.
- Oversees action to implement recommendations or correct deficiencies resulting from inspections or accreditation visits.

Additional Responsibilities

- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Completes all DoN training requirements.
- Performs other duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- An incumbent must have one of the following:

- A 4-year degree in Early Childhood Education (ECE), Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis), youth recreation, physical education or related field of study that included a major study in education AND 3 years of full-time experience working with children or youth or monitoring of childhood programs.
OR
- A Master's degree in the related field of study AND minimum of 1 year professional experience working with children or youth.
OR
- A combination of education and experience with courses equivalent to a major in a field (24 hours) appropriate to the position (see above), plus appropriate experience or additional course work that provides knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above.
- Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.
- Knowledge of the principles of child development and in designing and managing an exceptionally complex program that include, but are not limited to safety; security; disease prevention; provider recruitment, screening, and certification; marketing; employee training, developmentally appropriate activities, parent involvement, and financial management.
- Knowledge of and skill in applying both Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Ability to conduct orientations, briefings, meetings, and extensive in-service employee training.
- Ability to conduct comprehensive analysis of organizational structures, methods, and procedures and evaluate similarities and differences as they relate to the regional CDH program.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Knowledge of DoN, local and state child regulations and procedures as well as other regulations and instructions pertaining to military child care.
- Strong organizational, supervisory, and leadership experience in child development and youth programming. Ability to provide positive personnel management and influence the actions of others in obtaining cooperation and assistance to accomplish the CYP mission.
- Ability to formulate management techniques or practices to accommodate unique or special problems or situations related to the CDH program.
- Knowledge of financial management, budgeting, and purchasing as it pertains to a child development program.
- Possess a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete all background checks IAW PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Factor 2. **Supervisory Controls**

Works under the general supervision of the CYP Manager who reviews work in terms of accomplishing goals and objectives and meeting needs of authorized patrons. Supervisor provides program oversight and is available as a resource for guidance and direction. Supervisor is kept informed of significant problems that arise and the solutions being developed. Work is reviewed for overall effectiveness of programs, compliance with policies and regulation, and patron satisfaction.

The incumbent plans, schedules and coordinates work among CDH Monitors; resolves conflicts through negotiation; coordinates work with NPC, installation officials, and higher officials and specialists; and independently accomplishes objectives within the framework of policies. The work also requires the incumbent to adapt standard practices to resolve unusual situations.

Factor 3. **Guidelines**

Operational guidelines include, but are not limited to, DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; accreditation criteria for NAFCC; and other applicable instructions and regulations. Specific goals concerning the responsibilities for planning and coordinating management activities are not available and must be identified by the incumbent.

The incumbent must use initiative and mature judgment in the interpretation of DoN policy and application of instructions, guidelines, principles and concepts to meet program requirements and ensure efficient use of the work force other resources. The incumbent must formulate management techniques or practices to accommodate unique or special problems related to regional CDH services. The incumbent must develop procedural guidelines to supplement higher level guidance.

Factor 4. **Complexity**

Assignments are diverse in nature and include numerous unrelated processes and procedures in a wide variety of activities, wherein primary care of children ages birth to 12 may present unusual decisions based upon life and death situations and circumstances. A variety of planning, budgeting, coordinating, negotiating and advisory functions are required to ensure the efficient and economical development, operation and management of services and resources. The complexity of the CDH program requires detailed planning, execution and strict adherence to complex regulations and employment requirements while providing an environment that is nurturing and supportive of children's needs.

Incumbent is responsible for affecting appropriate position management principles throughout the program. Makes changes in organization of work and or assignment of functions to improve work flow, promote job satisfaction and increase productivity and cost effectiveness. Recommends and justifies revisions in staffing levels, work priorities and deadlines. Resolves work problems not covered by precedent or established policies. The success of the program requires ongoing interpretation of program developments and trends, a wide range of decisions regarding program plans, and innovation in developing and refining methods and techniques to be used in solving problems and deficiencies.

Factor 5. Scope and Effect

The incumbent directs a DoN Regional CDH program, providing developmentally appropriate programs that substantially exceed minimum quality care and service requirements. The Regional CDH Director has a wide range of responsibilities that include administrative; technical; financial management; short and long range program plans, goals and objectives; policy administration; guidance and interpretation; acquisition planning and administration; human resource administration; and provision of technical expertise to management and supervisory personnel.

The work involves the development and implementation of management plans and criteria related to the application of policy to include serving in an advisory capacity for all matters related to the management and operation of CDH programs, resolving a variety of unique and unconventional problems and difficulties, and planning, organizing, and promoting all phases of the CDH.

The incumbent ensures command personnel assigned to installations in the region are able to complete mission requirements knowing that their children and youth are cared for in safe and secure environments in which their developmental needs are being met.

Factor 6. Personal Contacts

In addition to contacts with parents and CDH providers, contacts includes base personnel; APF and NAF employees; supervisors; on and off installation support agencies; higher headquarters personnel; educational, social and civic agencies; colleges and universities; and other military child development personnel, either individually or in groups in structured settings.

Factor 7. Purpose of Contacts

The purpose of contacts is to promote, plan, implement, provide information, answer questions, solve problems, train, influence cooperative attitudes, and coordinate with military and civilian resources in order to maintain a successful CYP. This includes planning, implementing and administering the activities of the CDH program, recruiting and selecting personnel, ensuring training of employees, gaining acceptance and support for the program by local command and patron community, influencing cooperative attitudes and compliance with local command and higher authority policies and directives, and mediating or negotiating conflict among employees.

Incumbent facilitates the resolution and exchange of information involving significant or controversial issues and differing viewpoints, goals and objectives; summarizes, interprets, and relays information on difficult or misunderstood policy questions; presents alternative approaches to groups and individuals; forms policy; and establishes working relationships with staff members in other agencies. The establishment of contacts is an important aspect of the work and requires tact and negotiating skills. Contacts are also made for the purpose of marketing the CDH program and recruiting CDH providers.

Factor 8. Physical Demands

The incumbent may be required to do considerable walking, standing, bending, stooping and/or be able lift and carry up to 40 pounds. The incumbent is required to drive an automobile in order to visit CDHs and other CYP sites. The work of this position will be performed in an office setting or in various CDHs.

Factor 9. Work Environment

The work involves every day risks or discomforts that require normal safety precautions typical of a wide variety of child activities, programs, and services, such as exposure to disease or injuries from lifting children or supplies up to 40 pounds. Office areas are adequately lighted, heated and ventilated. The incumbent may work an uncommon tour of duty to include evenings and weekends.